

## **INSTRUCTIONS TO FILE ELECTRONIC PETITIONS FOR DEMOCRATIC/REPUBLICAN COUNTY COMMITTEE**

**STEP 1:** Candidates for County Committee must download the Primary Petition Form which corresponds to their party registration. Candidates must also download and complete the Certificate of Acceptance and Pledge of Allegiance form.

**STEP 2:** The candidates must fill in the Ward and District blanks in both the first paragraph and second paragraph of the petition form as well as provide their FULL names and the addresses where each candidate resides. Please list the female candidate as the first candidate on the petition form.

**STEP 3:** The candidates must save the completed petition form on their computers or laptops.

**STEP 4:** The candidates must then email the petition to the individuals that they wish to have sign it. Those individuals who agree to sign the petition must apply their electronic signature as well as provide their printed FULL name and their residence address (Number, Street & Zip Code). Each signatory signs one (1) petition. For example, if the candidates are able to secure 15 individuals to electronically sign petitions, then the Clerk's Office should receive 15 separate electronic petitions.

**STEP 5:** Once the individuals have completed the petition, they must save the completed petition form on their computer and email it to the City Clerk directly. **PETITIONS EMAILED BY THE CANDIDATES THEMSELVES WILL BE DISCARDED.** Those individuals who have electronically signed a petition for a Democratic candidate must email the completed petition to [d-petitions@jcnj.org](mailto:d-petitions@jcnj.org). Those individuals who have electronically signed a petition for a Republican candidate must email the completed petition to [r-petitions@jcnj.org](mailto:r-petitions@jcnj.org).

**STEP 6:** All candidates must apply an electronic signature to the Certificate of Acceptance and Pledge of Allegiance form and email it to the City Clerk. Democratic candidates must email the completed Certificate of Acceptance and Pledge of Allegiance form to [d-petitions@jcnj.org](mailto:d-petitions@jcnj.org). Republican candidates must email the completed Certificate of Acceptance and Pledge of Allegiance form to [r-petitions@jcnj.org](mailto:r-petitions@jcnj.org).

**THE TOTAL NUMBER OF SIGNATURES NEEDED AND THE FILING DEADLINE HAS NOT CHANGED AND IT IS THE SOLE RESPONSIBILITY OF THE CANDIDATES TO CIRCULATE THE SINGLE SIGNATURE PETITION FORMS AND ENSURE THAT THEY ARE SUBMITTED BY THE DEADLINE.**

In accordance with N.J.S.A. 19: 23-14 the candidate petitions must be filed on or before **4:00 P.M. on April 5, 2021.**